



# **Certificate of Compliance Statewide Rule 36 (H-9)**

## **User Guide**

Railroad Commission of Texas  
Information Technology Services Division  
July 2019

## Dashboard Familiarization and Filing the H-9

### This part is for the filer:

- Login using your assigned external filer account. You will file an H-9 application by the end of this task list.
- *Please note: The different operation types have slight variations on what is required information for filing (ie storage facility for leases, segment name for pipelines, depth of compliance for drilling permits). These variations are covered by validations and business rules built-in to the system. To simplify this written explanation, an oil lease is the default filing type to walk-through the general steps needed to complete a filing.*
- a. Upon a successful filer login, you will see the user *Dashboard*. The top section of the dashboard shows work-in-progress filings; the bottom section of the dashboard shows submitted and approved filings.

Certification No.	Filing No.	Status	Filing Type	Operation Type	District	Operations	Operator Name	Field Name	County
123456	38	Work-in-Progress	New	Oil Field Production	08	Lease		PHANTOM (WOLFCAMP)	MIDLAND

Certification No.	Filing No.	Status	Filing Type	Operation Type	District	Operations	District Review	Field Ops Review	Operator Name	Field Name	County
110086	170	Conditional Approv	New	Combination	01	Lease Unit-4	Approved			EAGLEVILLE (EAGLE FO RD-1)	LA SALLE
110091	161	Approved	New	Oil Field Production	7C	Lease	Approved			FARMER (SAN ANDRES)	REAGAN
110096	156	Submitted	New	Combination	06	Lease 303	Pending	Pending		COWDEN, SOUTH	ECTOR
110099	137	Conditional Approv	New	Operation with Pending Id	7C	Gas Lease 16-123456-permit	Approved			FARMER (SAN ANDRES)	UPTON
110092	133	Approved	New	Pipeline or Gathering System	01	Pipeline	Approved	Approved		EAGLEVILLE (EAGLE FO RD-1)	ATASCOSA, LA SALLE, MCKINLEY
110090	127	Approved	Amendment	Pipeline or Gathering System	04	Pipeline	Approved	Approved		BRISCOE RANCH (EAGL EFORD)	WEBB
110098	112	Conditional Approv	New	Operation with Pending Id	06	Oil Lease 16-525735-Waiting on Lease ID	Approved			PHANTOM (WOLFCAMP)	WINKLER
110057	110	Conditional Approv	New	Operation with Pending Id	06	Gas Lease 16-640155-Waiting on Lease ID	Approved			SAND HILLS (MOONIGH T)	CRANE
110056	109	Conditional Approv	New	Operation with Pending Id	06	Gas Lease 16-645566-Waiting on Lease ID	Approved			SAND HILLS (JACKINS)	CRANE
110055	108	Submitted	New	Pipeline or Gathering System	06	Pipeline	Approved	Pending		TEAS (SMACKOVER)	LEON

- b. Navigate to **Menu** on the left side of the screen. Click **File H-9**

**Select Operator**

The P-5 Operator for the H-9 must be chosen before selecting an H-9 filing method.

**Select Operator** Operator Number

**H-9 Filing**

**New Filing** \*New Certification Number will be assigned to operations upon approval.

**Amend H-9 filings for Operator** \*Amend an approved H-9 Certification from the online system.

**Amend Certification not online** \*Amend an approved H-9 Certification that was filed on paper and is not available in the system. Certification Number

- c. On the first filing screen, you need to **Select Operator** by clicking on the button. This operator selection should be the operator of record for all operations listed on the intended filing.

- i. A popup window will appear where you can either type in the **Operator Name** or **Operator Number**. You must click **Search** to return results below.
- ii. Select the result below with the correct operator information.
- iii. After selecting the operator, the popup window disappears, and the operator number will appear in the blank labeled *Operator Number*. This indicates that the operator on the filing is selected as that corresponding operator. The *H-9 Filing* buttons below are now active.

**Operator Search**

Enter a partial or full operator name or operator number, press Enter, and then click on a row in the search results list

Operator Name:

Operator Number:


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Operator Name	Operator Number	Operator Address1	Operator Address2	Operator City	Operator state	Operator Zip
DFG ENERGY COMPANY LLC	216724	3701 W PLANO PARKWAY STE 128		PLANO	TX	75075
PASCHAL LAND AND ENERGY, INC.	642899	100 NORTH CENTRAL EXPW STE 1120		RICHARDSON	TX	75080
ROD RUN ENERGY LLC	723557	2907 WYDEWOOD DR		MIDLAND	TX	79707
AMERICAN ENERGY TRAN&OIL SVC,LLC	018042	2415 W NORTHWEST HWY SUITE 105		DALLAS	TX	75220
TERRAGON ENERGY SERVICES, LLC	843272	PO BOX 164		FORT WORTH	TX	76134
R3 ENERGY SERVICES LLC	687716	PO BOX 69664		ODESSA	TX	79769
1776 ENERGY OPERATORS, LLC	953562	20445 STATE HIGHWAY 249 NO 450		HOUSTON	TX	77070
PLATEAU ENERGY, LLC	667911	P O BOX 107		SMYER	TX	79367
BAILEYS ENERGY, LLC	044256	30691 HUNT CLUB DR		SAN JUAN CAPO	CA	92675
STEAMROLLER ENERGY, LLC	816612	PO BOX 23		LOUISE	TX	77455

(1 of 562) <=< 1 2 3 4 5 6 7 8 9 10 >>=>

**d. The filer has three choices to file an H-9:**

**1. New Filing, 2. Amend H-9 Filings for Operator, 3. Amend Certification Not Online**

 **Railroad Commission of Texas**

**Menu**

- Home
- RRC Online
- Dashboard
- File New H-9
- File H-9
- Query H-9
- Help
- User Guide

**H-9 Certificate of Compliance Statewide Rule 36**

Select Operator

The P-5 Operator for the H-9 must be chosen before selecting an H-9 filing method.

Operator Number \*

**H-9 Filing**

\*New Certification Number will be assigned to operations upon approval.

\*Amend an approved H-9 Certification from the online system.

\*Amend an approved H-9 Certification that was filed on paper and is not available in the system. Certification Number

Clicking each of the buttons under *H-9 Filing* will result in different types of filings and relationships to filing history. A new filing will start a new filing path with a new certification number assigned at approval. An amended filing will load previous data and/or assume an already assigned certificate number to be used for continuity with a previously approved filing. Amending a certification not online will not load any data going forward, except the filer's assumed certification number.

i. **New Filing** – this will prompt a new filing. Upon selecting to file a new H-9, the screen will change, and the filer will see the screen to begin inputting the H-9 form fields. The new filing option should be used for:

1. New operations that have never had an H-9 filed before now
2. Existing operations that are changing operators
3. Existing operations changing identifiers (ie reclass/recomplete etc...)

\*\*\*Please note that new filings on existing operations should always be followed up with a termination of the previous certificate number once the new filing is approved with a new certificate number\*\*\*

ii. **Amend H-9 Filings for Operator** – this will prompt an amendment filing on a previously approved H-9 certification. This will display all active H-9s that have been filed and approved or conditionally approved that are available for amendment in the online system. This will carry all data forward from the previously approved selected filing with most fields editable for the amendment.

- a. A list of all approved H-9s (all belonging to the operator selected in the previous step) will appear below the filing options.
- b. Click the **Amend** button to begin the amendment of that specific H-9 certification \*\*\*Please note that only one amendment may be filed on a specific certificate at a time\*\*\*
- c. Data carried forward from the previously approved filing will be editable, except for pipeline segments.
- d. Attachments will need to be updated as they are not carried forward during amendment filings.
- e. The amendment filing must be certified and submitted and will enter the review queue for a full review upon being submitted.

**H-9 Certificate of Compliance Statewide Rule 36**

Select Operator

The P-6 Operator for the H-9 must be chosen before selecting an H-9 filing method.

Select Operator Operator Number \* 945930

H-9 Filing

New Filing \*New Certification Number will be assigned to operations upon approval.

Amend H-9 Filings for Operator \*Amend an approved H-9 Certification from the online system.

Amend Certification not online \*Amend an approved H-9 Certification that was filed on paper and is not available in the system. Certification Number

Active H-9 by Operator

Showing 1-5 out of 5 H-9's

	Certification No	Filing No	Operation Type	District	Operations	Status	Operator Name	Field Name	County
Amend	110052	100	Operation with Pending Id	7C	Oil Lease Id	Conditional Approv		BLUE DANUBE (STRAWN)	UPTON
Amend	110052	94	Operation with Pending Id	7C	Oil Lease Id	Conditional Approv		WILSHIRE (PENNSYLVANIAN)	GLASSCOCK
Amend	110017	58	Gas Field Production	05	Lease	Approved		TEAGUE (CV-BOSSIER CONS.)	FREESTONE
Amend	110034	54	Operation with Pending Id	05	Gas Lease Id	Conditional Approv		TEAGUE (CV-BOSSIER CONS.)	FREESTONE
Amend	110020	30	Gas Field Production	08	Lease	Approved		PHANTOM (WOLFCAMP)	MIDLAND

Showing 1-5 out of 5 H-9's

The previously approved filings eligible for amendment will appear in the window at the bottom half of the screen as seen in the image above.

iii. **Amend Certification not Online** – this will prompt an amendment filing. This should be used in the instance that a filer needs to amend an approved H-9 certification that was filed on paper and is not available in the online system.

This will be like a new filing in that the filer will have to fill-in all data, except that a pre-determined certification number will be assigned upon approval to amend the previously approved H-9 not found in the system.

- e. Once the filer selects either to file for a new certificate or amend an existing certificate, the same filing procedure will occur for each of the three paths of filings previously mentioned. The difference will be whether data is carried forward and which fields will be editable by the filer.

**H-9 Certificate of Compliance Statewide Rule 36**

Page 1: Operator/Facilities   Page 2: Test Data   Page 3: Attachments   Final Submit   Review

→ Next

**Filing Information**

Status	Filing Operator	Submitted Dt	Filed By	Termination Date
Filing No	File Dt		Approved Dt	
Manual Submitted Dt	<input type="text"/>			
Certification No	Previous Certification No	<input type="text"/>	Docket No	<input type="text"/>

**Operator**

Select address

Operator Name \*

Operator Address1 \*

Operator City \*

Operator Number \*

Operator Address2

State \*

Zip Code \*

**Operations**

District \*

County \*

Field Number \*

Area Name \*

Operation Type \*

Select Field

Select Operations

→ Next   Save

The image above shows the first tab once you create a new filing. The information is all blank except for operator name and operator number. For amended filings, this will appear with the previously approved information that is available for amendment.

- f. You are now on **Page 1: Operator/Facilities**. This is where you select your operator address and operation for the filing.
  - i. At the top of the screen below the title, notice the progress tabs. The tab that you are currently on will be highlighted in yellow. The progress tabs are:
    1. Page 1: Operator/Facilities
    2. Page 2: Test Data
    3. Page 3: Attachments
    4. Final Submit
  - ii. The **Filing Information** section is located immediately below the progress tabs. This information will appear on every tab, with the previous certification number and docket number as editable only on the first tab.
    1. **Status** indicates the current status of the form; upon creating a new filing, there will be no status assigned and it will appear as blank. Once you initially save the form, the status will appear as Work-In-Progress.

2. **Filing Operator** indicates the operator account being used to make the filing; this does not need to match the operator of record on the filings.
  3. **Filed By** indicates the username associated with the filing.
  4. **Filing No** indicates the sequential number assigned to the filing for tracking purposes if a certification number is not yet assigned.
  5. **File Date** indicates the date that the filing was initially created.
  6. **Submitted Dt** indicates the date the filing was submitted; if the form has not yet been submitted, then this will appear blank.
  7. **Approved Dt** indicates the date the filing was approved; if the form has not yet been approved, then this will appear blank.
  8. **Certification No** indicates the Certificate number assigned to the filing upon approval.
  9. **Previous Certification No** indicates a previous certificate number provided by the filer at the time of filing prior to submitting the form; this is an optional input text field available for input only on the first tab.
  10. **Docket No** indicates a docket number associated with the filing; this is an optional input text field available for input only on the first tab.
- g. In the **Operator** section of *Page 1: Operator/Facilities tab*, click on the **Select Operator Address** dropdown
    - i. A list of addresses will display in the dropdown list. **Choose the correct address**; it should be the most current address listed on the P-5 organizational information.
    - ii. Upon clicking on the correct address, the remaining address fields within the operator tab should now be populated with the data.
  - h. Click on the **Select District** dropdown
    - i. A list of districts will display in the dropdown list. **Choose the correct district**.
    - ii. You may only choose one district.
  - i. Click on the **County** dropdown. A small window will appear. Choose counties by clicking on the checkbox to the left of each county name. The small window will disappear once you click the x in the top right corner of the small window or by simply clicking outside of the small window.
    - i. You can choose a single county or multiple counties.
    - ii. The chosen counties will be displayed in the 'County' field;
    - iii. Delete a county by clicking on the x to the right of the county name within the field.
  - j. Click on the **Select Field** button. The field search window will appear.
    - i. In the **Field Search** window, input the field name (partial search or full search) and click on search; you may also search by the field number in its corresponding field.
    - ii. Your **search results** will display under the headings of Field Name, Field Number, District, Field Class, H2S Field. If the correct field did not appear, then check for spelling errors if using the Field Name or check that you are using the correct Field Number.

- iii. **Choose the correct Field** for your filing from the list by clicking on the corresponding row in the list.
- iv. Upon clicking on the correct field, the Field Number and Area Name data fields will populate with the data.
- k. Click on the **Select Operation Type** dropdown list. A list of the possible operation types will appear in the dropdown list.

The screenshot displays the 'Operations' window. At the top, there are input fields for District (08), County (REEVES), Field Number (71052900), Area Name (PHANTOM (WOLFCAMP)), and Operation Type (Oil Field Production). A 'Select Field' button is next to the Field Number field. Below these fields is a 'Select Operations' button. The main area is titled 'Lease' and contains a table with the following columns: Lease Name, Lease Number, District, Oil/Gas Code, On Schedule, Lease Operation, Storage Facility Only, and Delete. The table lists several leases, with one row highlighted in yellow. Below the table is a 'Select Lease' button. At the bottom of the window are 'Next' and 'Save' buttons.

The image above displays the Operation selection window and how the filing will appear when one operation is added to the operations list and one item is selected from the available list of leases in the database.

- i. For this example, **choose the Oil Field Production** operation type. Each operation type works with a similar workflow, so you may generally follow these same steps for each different operation type (ie Drilling Permits, Pipelines, Plants, Combinations, Pending ID facilities). Use your best judgement and follow the instructions of error messages if necessary.
- ii. Click on the **Select Operations** button to choose operations. The list of results will display at the bottom of the screen under the headings of Lease Name, Lease Number, District, Oil/Gas Code, On Schedule, Operator Number, and Operator Name.
  - i. The list of results has checkboxes to the left of each Lease Name. When clicking on those checkboxes, you are choosing the leases to select. You may use the numbers at the bottom of the screen to search through the leases. You may also use the empty fields below the headings to filter the results.
  - ii. You may choose multiple leases by clicking on multiple check boxes. Once they are chosen, the row or rows will highlight to indicate they are chosen.
  - iii. After choosing the leases, click on the **Select Lease** button.
  - iv. The selected leases will appear in a new list above the results section that you just selected from for your filing; the headings for this list are Lease Name, Lease Number, District, Oil/Gas Code, On Schedule, Lease Operation, Storage Facility Only, and Delete

- a. You must click on the **Select Lease Operation** dropdown to assign values to Lease Operation of either Oil Field Production, Gas Field Production, Acid Gas Injection, or Hydrocarbon Storage.
- b. You must click on the **Storage Facility Only** Select dropdown assign a Yes or No value.
- c. If you added a lease in error, click on the delete checkbox at the far right. Upon saving the form, the screen will update, and the lease will be removed from the filing list.
- v. Review the Operator section, Operations section, and Lease section for accuracy.
- l. Click on the **Save** button at the bottom left of the form to save the filing. If any required information is left blank, then error messages will appear, and the application will prevent you from proceeding to the next page. If successful, a message will display at the top and bottom of the screen 'Save Successful'.
- m. Click on the **Next** button in the bottom-left corner of the page to move forward to the next page.

Page 1: Operator/Facilities Page 2: Test Data Page 3: Attachments Final Submit Review

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**Filing Information**

Status	Work-in-Progress	Filing Operator	moorec3	Filed By	moorec3	Approved Dt	Termination Date
Filing No	180	File Dt	06/24/2019	Submitted Dt			
Certification No	Previous Certification No	Docket No					

**Test Data**

Test Model *	Select Test Model	Hydrogen Sulfide Concentration *	PPM *	Maximum Escape Volume *	MCF/Day *
100 PPM Radius of Exposure (ROE) *	FL *	500 PPM Radius of Exposure (ROE) *	FL *	Operation is *	Select
Modification Resulting in Certificate Change *	Select	The 100 PPM ROE includes any part of a public area except a public road *	Select	The 500 PPM ROE includes any part of a public road *	Select
Workover or Drilling Well with 100 PPM ROE Greater than 3000 feet on Rule 36 Certified Well/Lease *	Select	Date of Compliance with all applicable provisions of Rule 36 *		Depth of Compliance for Drilling Operation	FL
Injection of fluid containing Hydrogen Sulfide *	Select				
Contingency plan has been prepared? *	Select				

**Testing Company(optional)**

Company Name	Phone No.	Email
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**Location of Data Used to Prepare this Certificate**

Location Name	Street Address *
City *	State *
Phone No.	Zip Code *

Contingency Plan Location + Add

→ Next Save

The image above shows the second tab of a new filing. This is for the test data and accompanying information related to the tester and contingency plan location.

- n. After clicking the Next button, you will be on the **Page 2: Test Data** tab. The navigation tab at the top of the screen will be highlighted yellow to indicate your progress. This tab includes all the form's test data, testing company information, location of data to prepare this certificate, and the contingency plan.
- o. The **Test Data** section has mandatory fields that must have data entered before the filer is able to save the form or proceed. There are validations built into the application to enhance the filer experience, prevent erroneous filings, and enforce business rules. You may experiment with these fields by changing the selections and clicking **Save** to run the validations.



- i. **Test Model** is a dropdown where the filer chooses the dispersion model; Pascal Gifford is the default setting and if chosen will automatically populate later fields. Choose Pascal Gifford for this filing.
- ii. **Hydrogen Sulfide Concentration** must be a number; input a number
- iii. **Maximum Escape Volume** must be a number; input a number
- iv. **100 PPM Radius of Exposure (ROE)** must be a number; if you chose Pascal Gifford as the test model, then this should automatically populate.
- v. **500 PPM Radius of Exposure (ROE)** must be a number; if you chose Pascal Gifford as the test model, then this should automatically populate.
- vi. **Operation is:** click on the dropdown to select whether the operation is existing or new.
- vii. **Modification Resulting in Certificate Change** click on the dropdown to select Yes or No
- viii. **Workover or Drilling Well with 100 PPM ROE Greater than 3000 feet on Rule 36 Certified Well/Lease** click on the dropdown to select Yes or No
- ix. **The 100 PPM ROE includes any part of a public area except a public road** click on the dropdown to select Yes or No
- x. **The 500 PPM ROE includes any part of a public road** click on the dropdown to select Yes or No
- xi. **Injection of Fluid containing Hydrogen Sulfide** click on the dropdown to select Yes or No
- xii. **Date of Compliance with all applicable provisions of Rule 36** click on the empty field; you will be prompted with a calendar window; choose a date of compliance; this item is never used for Drilling or Workover filings
- xiii. **Depth of Compliance for Drilling Operation** enter any number for the depth of compliance; this item is only used for Drilling or Workover filings
- xiv. **Contingency plan has been prepared?** Click on the dropdown to select Yes or No
- p. The **Testing Company** section is optional. This is for the filer to indicate who tested the operation for the H-9 filing; this section is not validated.
  - i. **Company Name** is a free text field
  - ii. **Phone No** is a number in phone number format
- q. The **Location of Data Used to Prepare this Certificate** section is required.
  - i. **Location Name** this field is free form text and is not required
  - ii. **Street Address** this field is free form text and is required
  - iii. **City** this field is free form text and is required
  - iv. **State** this field is a dropdown and a state abbreviation must be selected
  - v. **Zip Code** this field is a six-digit number and is required
  - vi. **Phone No.** this field is a ten-digit phone number and is not required
- r. The **Contingency Plan Location** section is required if the test data meets specified thresholds of the statewide rule; the requirement is validated by the built-in business rules; Click on the **Add** button to expand the section.
  - i. **Location Name** this field is free form text and is not required
  - ii. **Street Address** this field is free form text and is required

- iii. **City** this field is free form text and is required
- iv. **State** this field is a dropdown and a state abbreviation must be selected
- v. **Zip Code** this field is a six-digit number and is required
- vi. **Phone No.** this field is a ten-digit phone number and is not required
- s. Click on the **Save** button at the bottom left of the form to save the filing. If any required information is left blank, then error messages will appear, and the application will prevent you from proceeding to the next page. If successful, a message will display at the top and bottom of the screen 'Save Successful'.
- t. Click on the **Next** button in the bottom-left corner of the page to move forward to the next page.

The image above shows the third tab of a new filing. This is for attachments to support an H-9 filing.

- u. After clicking the Next button, you will be on the **Page 3: Attachments** tab. The navigation tab at the top of the screen will be highlighted yellow to indicate your progress. This tab is where the filer submits supporting attachments for the filing.
  - i. In bold black letters, there is **informational text** that will appear depending on the data input on the previous Test Data tab related to injection of hydrogen sulfide and concentration and volume.
  - ii. **Select Attachment Type** click on the dropdown and select one of the attachment types: BOP Test, Completion, Contingency Plan...etc.
  - iii. Once an attachment type is selected from the dropdown, click the **Choose File** button; you will need to select an attachment from your desktop or other source; the progress bar will briefly show below the Choose File button.
  - iv. The attachment will display in the inset box below with the headings File Name, File Size, File Type.
    - 1. The filer may delete the attachment by clicking on the **Delete** button located in the furthest right section of the attachments inset box.
    - 2. The filer may view the attachment by clicking on the **View** button located in the furthest right section of the attachments inset box.
- v. Click on the **Save** button at the bottom left of the form to save the filing. If any required information is left blank, then error messages will appear, and the application will prevent you from proceeding to the next page. If successful, a message will display at the top and bottom of the screen 'Save Successful'.
- w. Click on the **Next** button in the bottom-left corner of the page to move forward to the next page.

Page 1: Operator/Facilities Page 2: Test Data Page 3: Attachments **Final Submit** Review

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**Filing Information**

Status	Work-In-Progress	Filing Operator	Filed By	moorec3	
Filing No	180	File Dt	Submitted Dt	Approved Dt	Termination Date
Certification No	Previous Certification No	Docket No			

**Final Submit**

Comments:

test

1996 characters remaining.

**Certification**

I declare under penalties prescribed in Section 91, 143, Natural Resources Code, that I am authorized to make this report, that this report was prepared by me or under my supervision, and that I am qualified to make this certification by virtue of my training and experience, and by my analysis of the operation being certified, or by the analysis of qualified person working under my supervision, and that the data and facts stated therein are true, correct, and complete, to the best of my knowledge.

☒ Accept

Save **Final Submit**

The image above shows the fourth tab of a new filing. This is the final submit of the filing.

- x. After clicking the Next button, you will be on the **Final Submit** tab.
  - i. The **Comments** text box gives the filer the opportunity to write-in free text to describe any special circumstances or notes about the filing prior to submitting the form; comments are optional.
  - ii. The **Accept** check box at the bottom of the screen below the certification language is required for the filer to certify the filing as true and accurate. Once this check box is checked, then the **Final Submit** button becomes available for the filer to submit the filing.
  - iii. Click on the **Final Submit** button to submit the filing. Once the Final Submit button is clicked, the status of the form will change from Work-in-Progress to Submitted. In a submitted status, the form data is locked to prevent additional changes. If successful, a message will display at the top of the screen **Submit Successful**.
- y. Click on the Dashboard icon within the Menu on the far-left of the screen.
- z. In the Dashboard screen, you will see the submitted filing in the bottom section of H-9 Submitted/Approved with the H-9 filing's associated information in its row.
- aa. You may click on the magnifying glass icon to view the submitted application.
- bb. The preceding steps may be followed to file additional H-9 forms with different operation types.

## Review with 'Happy Path' Approval and Review Queue Familiarization

- This section is meant to familiarize you with the approval workflow. It references both reviewer actions and filer actions to make the processing transparent. *Please note that for a pipeline filing under review, the review works with a double-action with two approvals required for a final approval (H2S Coordinator + Field Operations Director) and only one rejection required to return the filing to the operator for changes.*

### This part is for the reviewer:

- Login to your H-9 Internal Reviewer account.
- a. Upon a successful login, you will see the user **Dashboard**. The top section of the dashboard shows work-in-progress filings; the bottom section of the dashboard shows submitted and approved filings.
  - a. The *H-9 Work in Progress* filings queue at the top is necessary for the reviewer to see when the reviewer is submitting hardcopy H-9 filings on behalf of an operator and may need to save a filing as a work-in-progress.
  - b. The *H-9 Submitted/Approved* filings queue at the bottom is the primary means for a reviewer to:
    1. open a submitted filing for review
    2. view an approved filing
    3. add a terminate date on an approved filing
- b. To **open a filing for review**, click on the magnifying glass icon to the left of the submitted filing information.
- c. You are now on **Page 1: Operator/Facilities**. This is where the filer listed the operator information, operation information, and built the operation list. The data is locked from any changes by the reviewer during review. Verify the submitted information.
- d. Click on the **Next** button in the top-left or bottom-left corner of the page to move forward to the next page.
- e. You are now on **Page 2: Test Data**. This is where the filer listed the test data, testing company information, location of data used to prepare this certificate, and contingency plan location. The data is locked from any changes by the reviewer during review. Verify the submitted information.
- f. Click on the **Next** button in the top-left or bottom-left corner of the page to move forward to the next page.
- g. You are now on **Page 3 Attachments**. This is where the filer attached supporting documents to their application. The same dynamic text that the filer saw when submitting the filing displays for the reviewer to flag any special circumstances for review (examples: injection of H2S, high concentration/volume, pipeline).
  - a. The attachment records display the file name, file size, and file type.
  - b. To view the attachment, the reviewer should click the **View** icon on the right side of the attachment record. The attachment will open in a new tab in your browser. To return to the review, click to your initial browser tab with the review or close the browser tab of the attachment.

- h. Click on the **Next** button in the top-left or bottom-left corner of the page to move forward to the next page.
- i. You are now on the filer's **Final Submit** tab. This is where the filer added any comments to the filing and certified the truth, correctness, and completeness of the filing.
- j. Click the **Next** button in the top-left corner of the page to move forward to the next page.
- k. You are now on the **Review** tab. The review tab's functionality is meant to allow the reviewer to approve or reject an H-9 for corrections with follow on actions for each decision. Below there are four possible scenarios for an approval:

- a. **New filing for new certification number without a termination**
- b. **New filing resulting in a termination of previous certification number**
- c. **Amended filing *with* a previous certification number listed in the filing information**
- d. **Amended filing *without* a previous certification number listed in the filing information**

- a. *New filing for new certification number without a termination:* For a new filing needing a new certificate number assigned, then the reviewer should perform the following steps on the **Review** tab:
  - i. **H-9 Exemption** Qualification: Dynamic Text will state the H2S concentration for this H-9 in bold text. This provides the data directly from the H2S concentration reported on the test data page to help the reviewer determine Exempt Status without having to go back to the Page 2: Test Data tab.
  - ii. **H-9 is exempt:** Click on the dropdown list and choose Yes or No depending on the reviewer's determination.
  - iii. **Operator Email:** Type in a contact email address for the operator to receive official notifications of approval or rejection of the filing.
  - iv. **H2S Coordinator Comments:** Type in a comment to show the filer for any needed corrections. This comment will display to the filer during a resubmit filing. The **Reject** button will return the H-9 to the filer. If approving, there is no need for a comment here unless something needs to be annotated for the historical record not otherwise found on the form (ie vacuum conditions).
  - v. **H2S Coordinator Review Complete:** Click this button once you make the determination that the H-9 is acceptable for certification approval based on SWR36 requirements.
  - vi. **Field Operations Director Review (if present for pipeline):** Type in a comment to show the filer for any needed corrections. This comment will display to the filer during a resubmit filing. Click **Reject** to return the H-9 to the filer. If approving, there is no need for a comment here unless something needs to be annotated for the historical record not otherwise found on the form (ie SWR 106 Docket Number).

- vii. **Field Operations Director Review Complete (if present for pipeline):**  
Click this button once you make the determination that the H-9 is acceptable for certification approval based on SWR36/106 additional requirements.
  - viii. **Review History:** Clicking the buttons to the right of the text box will place an approval or rejection action event on the filing's **review history**. Upon clicking Approve, the Review History record will appear on the screen between the Email Notification section and the H2S Coordinator/Field Operations Director Review section. The reviewer's actions will become locked, except for Save and Final Approve. This approval does not final approve the H-9. This unlocks the Final Approve button once all Approve buttons have been clicked; there is an additional approval by Field Operations Director required for filings containing a pipeline.
  - ix. **Transaction History for Certification No:** This button will open a new window to display the history of actions on the filing with the Filing No, User, Date/Time, and type of Transaction (Create, Update, Submit..etc.) available to view.
  - x. Click the **Final Approve** button to finalize the approval and issue the Certification Number.
    - 1. The final approve action will initiate the creation of the new certification number for the filing. This new certification number will update the Filing Information items:
      - a. **Status** -will change to Approved
      - b. **Certification No** -will assign next number in sequence
      - c. **Approved Dt** -will assign date of final approve
    - 2. ***For a new filing with a new certification number, there is no need to terminate an existing certificate because no existing certificate will exist.***
- b. *New filing resulting in a termination of previous certification number:* If a new filing is approved to replace an existing certificate, then the reviewer should perform the following steps to approve this filing on the **review tab** and terminate the previous certificate from the **dashboard**:
- i. *Perform the review on the new filing using the steps above until you reach the Review tab.*
  - ii. **H-9 Exemption** Qualification: Dynamic Text will state the H2S concentration for this H-9 in bold text. This provides the data directly from the H2S concentration reported on the test data page to help the reviewer determine Exempt Status without having to go back to the Page 2: Test Data tab.
  - iii. **H-9 is exempt:** Click on the dropdown list and choose Yes or No depending on the reviewer's determination.

- iv. **Operator Email:** Type in a contact email address for the operator to receive official notifications of approval or rejection of the filing.
- v. **H2S Coordinator Comments:** Type in a comment to show the filer for any needed corrections. This comment will display to the filer during a resubmit filing. Click **Reject** to return the H-9 to the filer. If approving, there is no need for a comment here unless something needs to be annotated for the historical record not otherwise found on the form (ie vacuum conditions).
- vi. **H2S Coordinator Review Complete:** Click this button once you make the determination that the H-9 is acceptable for certification approval based on SWR36 requirements.
- vii. **Field Operations Director Review (if present for pipeline):** Type in a comment to show the filer for any needed corrections. This comment will display to the filer during a resubmit filing. Click **Reject** to return the H-9 to the filer. If approving, there is no need for a comment here unless something needs to be annotated for the historical record not otherwise found on the form (ie SWR 106 Docket Number).
- viii. **Field Operations Director Review Complete (if present for pipeline):** Click this button once you make the determination that the H-9 is acceptable for certification approval based on SWR36/106 additional requirements.
- ix. **Review History:** Clicking the buttons to the right of the text box will place an approval or rejection action event on the filing's **review history**. Upon clicking Approve, the Review History record will appear on the screen between the Email Notification section and the H2S Coordinator/Field Operations Director Review section. The reviewer's actions will become locked, except for Save and Final Approve. This approval does not final approve the H-9. This unlocks the Final Approve button once all Approve buttons have been clicked; there is an additional approval by Field Operations Director required for filings containing a pipeline.
- x. **Transaction History for Certification No:** This button will open a new window to display the history of actions on the filing with the Filing No, User, Date/Time, and type of Transaction (Create, Update, Submit..etc.) available to view.
- xi. Click the **Final Approve** button to finalize the approval and issue the Certification Number.
  - 1. The final approve action will initiate the creation of the new certification number for the filing. This new certification number will update the Filing Information items:
    - a. **Status** -will change to Approved
    - b. **Certification No** -will assign next number in sequence
    - c. **Approved Dt** -will assign date of final approve

2. This concludes the approval of the new certificate. Follow the steps below to terminate the previous certificate.
- xii. **How to Terminate the Previous Certificate: The reviewer needs to terminate an existing certificate because this filing will supersede/replace the existing certificate.**
- Please note that there needs to be an existing certificate number in the system to terminate; if an existing certificate is not found or is already terminated, it will result in an error message.
  - It is highly recommended to have only one browser tab open while adding the terminate date to a filing. If you receive an error message while terminating a filing, you should close your browser and reopen the filing to terminate with only one browser tab open (Chrome is the recommended browser).

**H-9 Certificate of Compliance Statewide Rule 36**

Page 1: Operator/Facilities | Page 2: Test Data | Page 3: Attachments | Final Submit | Review

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**Filing Information**

Status	Approved	Filing Operator	moorec3	Filed By	moorec3	Approved Dt	06/24/2019	Termination Date
Filing No	180	File Dt	06/24/2019	Submitted Dt	06/24/2019			
Certification No	110091	Previous Certification No		Docket No				

**Terminate**

Certification Termination Date  [Terminate](#)

**H-9 Exemption**

\*H-9 is exempt if Hydrogen Sulfide Concentration PPM < 100. H2S Concentration for this H-9: 88 PPM.

H-9 is exempt

**Email Notification**

Operator Email \*

Email Sent	Type	Sent Dt	Body
cole.moore@mc.texas.gov	Accept	06/24/2019	Certificate of Compliance Statewide Rule 36 Review A review has been conducted and completed and has been: Approved. Filing ID: 180 Certification Number: 110091

**Review History**

Reviewer	Type	Approved Dt	Rejected Dt	Comment
moorec3	DISTRICT OFFICE REVIEW	06/24/2019		

[Transaction History for Certification](#)

**H2S Coordinator/Field Operations Director Review**

H2S Coordinator Comments (comments are visible to operator if filing is rejected)

[H2S Coordinator Review Complete](#) [Reject](#)

2000 characters remaining.

[Final Approve](#)

The image above shows the Terminate feature highlighted in yellow. This is only available on approved H-9 filings. This is a manual process that should be performed for various reasons by a reviewer.

1. Determine the existing approved certification number.
2. Open the **Dashboard** page.
3. Find the previous record to terminate in the dashboard. It must be in an *Approved* status to be terminated.
4. Click on the magnifying glass to the left of the certification number on the previous record to **open the existing certificate to be terminated**



5. Click through the existing certificate's filing information tabs all the way to the **review tab**.
6. On the review tab, look at the **Terminate** section between *Filing Information* and *Certification*.
7. Click inside the **Filing Termination Date** box.
8. **Choose the date** you wish to terminate the filing by selecting a date from the calendar icon (this should be the date that the new certification was approved).
9. Click the **Terminate** button. A *Terminate Successful* notification will appear at the top of the screen.
10. The Status will change from *Approved* to *Terminated* upon assigning the termination date.
11. Return to the Dashboard to verify that the certification is no longer in an *Approved* status. It should not appear on the dashboard because it is neither in an *Approved*, *Submitted*, or *Work-In-Progress* status.
12. Click on **Query H-9**. It is in the Menu navigation on the left side of the page between File H-9 and User Guide.
  - a. Select the dropdown **Status** as *Archived*
  - b. Click **Search** button to return results
  - c. Verify that your previous filing was terminated with a **Certification Status** of *Terminated*.

c. *Amended filing with a previous certification number listed in the Online System:*  
Amendment reviews occur in the same manner as new filing reviews would occur with the same steps:

- i. *Perform the review on the new filing using the steps above until you reach the **Review tab**.*
- ii. **H-9 Exemption** Qualification: Dynamic Text will state the H2S concentration for this H-9 in bold text. This provides the data directly from the H2S concentration reported on the test data page to help the reviewer determine Exempt Status without having to go back to the Page 2: Test Data tab.
- iii. **H-9 is exempt:** Click on the dropdown list and choose Yes or No depending on the reviewer's determination.
- iv. **Operator Email:** Type in a contact email address for the operator to receive official notifications of approval or rejection of the filing.
- v. **H2S Coordinator Comments:** Type in a comment to show the filer for any needed corrections. This comment will display to the filer during a resubmit filing. Click **Reject** to return the H-9 to the filer. If approving, there is no need for a comment here unless something needs to be annotated for the historical record not otherwise found on the form (ie vacuum conditions).

- vi. **H2S Coordinator Review Complete:** Click this button once you make the determination that the H-9 is acceptable for certification approval based on SWR36 requirements.
  - vii. **Field Operations Director Review (if present for pipeline):** Type in a comment to show the filer for any needed corrections. This comment will display to the filer during a resubmit filing. Click **Reject** to return the H-9 to the filer. If approving, there is no need for a comment here unless something needs to be annotated for the historical record not otherwise found on the form (ie SWR 106 Docket Number).
  - viii. **Field Operations Director Review Complete (if present for pipeline):** Click this button once you make the determination that the H-9 is acceptable for certification approval based on SWR36/106 additional requirements.
  - ix. **Review History:** Clicking the buttons to the right of the text box will place an approval or rejection action event on the filing's **review history**. Upon clicking Approve, the Review History record will appear on the screen between the Email Notification section and the H2S Coordinator/Field Operations Director Review section. The reviewer's actions will become locked, except for Save and Final Approve. This approval does not final approve the H-9. This unlocks the Final Approve button once all Approve buttons have been clicked; there is an additional approval by Field Operations Director required for filings containing a pipeline.
  - x. **Transaction History for Certification No:** This button will open a new window to display the history of actions on the filing with the Filing No, User, Date/Time, and type of Transaction (Create, Update, Submit..etc.) available to view.
  - xi. Click the **Final Approve** button to finalize the approval and issue the Certification Number.
    - 1. The final approve action will initiate the creation of the new certification number for the filing. This new certification number will update the Filing Information items:
      - a. **Status** -will change to Approved
      - b. **Certification No** -will reassign the previous certification number to this filing
      - c. **Approved Dt** -will assign date of final approve
    - 2. ***For an amended filing, a new certification number will not generate; instead, the Certification No will become what was initially selected by the filer to make the amendment.***
- d. *Amended filing without a previous certification number listed in the Online System:* Amendment reviews occur in the same manner as new filing reviews would occur with the same steps

- i. *Perform the review on the new filing using the steps above until you reach the **Review tab**.*
- ii. **H-9 Exemption** Qualification: Dynamic Text will state the H2S concentration for this H-9 in bold text. This provides the data directly from the H2S concentration reported on the test data page to help the reviewer determine Exempt Status without having to go back to the Page 2: Test Data tab.
- iii. **H-9 is exempt:** Click on the dropdown list and choose Yes or No depending on the reviewer's determination.
- iv. **Operator Email:** Type in a contact email address for the operator to receive official notifications of approval or rejection of the filing.
- v. **H2S Coordinator Comments:** Type in a comment to show the filer for any needed corrections. This comment will display to the filer during a resubmit filing. Click **Reject** to return the H-9 to the filer. If approving, there is no need for a comment here unless something needs to be annotated for the historical record not otherwise found on the form (ie vacuum conditions).
- vi. **H2S Coordinator Review Complete:** Click this button once you make the determination that the H-9 is acceptable for certification approval based on SWR36 requirements.
- vii. **Field Operations Director Review (if present for pipeline):** Type in a comment to show the filer for any needed corrections. This comment will display to the filer during a resubmit filing. Click **Reject** to return the H-9 to the filer. If approving, there is no need for a comment here unless something needs to be annotated for the historical record not otherwise found on the form (ie SWR 106 Docket Number).
- viii. **Field Operations Director Review Complete (if present for pipeline):** Click this button once you make the determination that the H-9 is acceptable for certification approval based on SWR36/106 additional requirements.
- ix. **Review History:** Clicking the buttons to the right of the text box will place an approval or rejection action event on the filing's **review history**. Upon clicking Approve, the Review History record will appear on the screen between the Email Notification section and the H2S Coordinator/Field Operations Director Review section. The reviewer's actions will become locked, except for Save and Final Approve. This approval does not final approve the H-9. This unlocks the Final Approve button once all Approve buttons have been clicked; there is an additional approval by Field Operations Director required for filings containing a pipeline.
- x. **Transaction History for Certification No:** This button will open a new window to display the history of actions on the filing with the Filing No, User, Date/Time, and type of Transaction (Create, Update, Submit..etc.) available to view.

- xi. Click the **Final Approve** button to finalize the approval and issue the Certification Number.
  - 1. The final approve action will initiate the creation of the new certification number for the filing. This new certification number will update the Filing Information items:
    - a. **Status** -will change to Approved
    - b. **Certification No** -will reassign the previous certification number to this filing
    - c. **Approved Dt** -will assign date of final approve
  - 2. ***For an amended filing, a new certification number will not generate; instead, the Certification No will become what was initially input by the filer to make the amendment.***
  - 3. ***For all certification numbers where Mainframe and the Online System disagree, assume the most recent filing in the Online System is valid and/or update mainframe manually.***

## Review with Rejection/Return and Resubmit for Approval

- This list of steps is meant to explain the rejection/return for corrections workflow. Both the reviewer's and filer's actions are annotated to see both sides of the workflow. This is for a filing not containing a pipeline; the pipeline review requires an additional step in review by the Field Operations Director.

### This part is for the reviewer:

- Upon a successful login, you will see the user **Dashboard**. The top section of the dashboard shows work-in-progress filings; the bottom section of the dashboard shows submitted and approved filings.
  - The work-in-progress filings queue at the top is necessary for the reviewer to see when the reviewer is submitting hardcopy H-9 filings on behalf of an operator and may need to save a filing as a work-in-progress.
  - The submitted/approved filings queue at the bottom is the primary means for a reviewer to open a filing for the review process or to view the data on an approved filing or to add a terminate date on an approved filing.
- To **open a filing for review**, click on the magnifying glass icon to the left of the submitted filing information.
- You are now on **Page 1: Operator/Facilities**. This is where the filer listed the operator information, operation information, and built the operation list. The data is locked from any changes by the reviewer during review. Verify the submitted information.
- Click on the **Next** button in the top-left or bottom-left corner of the page to move forward to the next page.
- You are now on **Page 2: Test Data**. This is where the filer listed the test data, testing company information, location of data used to prepare this certificate, and contingency plan location. The data is locked from any changes by the reviewer during review. Verify the submitted information.
- Click on the **Next** button in the top-left or bottom-left corner of the page to move forward to the next page.
- You are now on **Page 3 Attachments**. This is where the filer attached supporting documents to their application. The same dynamic text that the filer saw when submitting the filing displays for the reviewer to flag any special circumstances for review (examples: injection of H<sub>2</sub>S, high concentration/volume, pipeline).
  - The attachment records display the file name, file size, and file type.
  - To view the attachment, the reviewer should click the **View** icon on the right side of the attachment record. The attachment will open in a new tab in your browser. To return to the review, click to your initial browser tab with the review or close the browser tab of the attachment.
- Click on the **Next** button in the top-left or bottom-left corner of the page to move forward to the next page.
- You are now on the filer's **Final Submit** tab. This is where the filer added any comments to the filing and certified the truth, correctness, and completeness of the filing.

- j. Click the **Next** button in the top-left corner of the page to move forward to the next page.
- k. You are now on the **Review** tab. The review tab's functionality is meant to allow the reviewer to approve or reject an H-9 for corrections with follow on actions for each decision.
- l. ***The Review Tab is where you choose to reject the filing for errors. This action will return the H-9 to the filer to correct and resubmit the H-9 data to make it acceptable for an approval. For a pipeline filing, the review works with a double-action approval required, but only one rejection required to return the filing to the operator for changes.***
  - a. You must input an email address into the **Operator Email** text box. This will send an email to notify that the application is being rejected and returned for corrections; an error message will trigger when the Reject button is clicked if no email address is listed.
  - b. You must input comments into the **H2S Coordinator Comments** text box for a rejection. This will appear on the filer's screen during the resubmit process, so please include relevant information to help the filer resubmit the H-9 with corrected data or attachments necessary to make it acceptable for approval.
  - c. Click the **Reject** button
  - d. Remaining on the same screen, you will see the **Review History** log the rejection event details. The Reviewer, Type (District Office Review or Field Operations Review), Approved Dt, Rejected Dt, and Comment are the items that will display in the Review History table. All review action buttons will become inactive and greyed-out until the filer resubmits the H-9 for review. The Filing Information's Status will change to *Returned*. You are now awaiting the filer's action to correct and resubmit the H-9.

Page 1: Operator/Facilities Page 2: Test Data Page 3: Attachments Final Submit **Review**

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Filing Information							
Status	Submitted	Filing Operator		Filed By	moorec3		
Filing No	38	File Dt	06/18/2019	Submitted Dt	06/10/2019	Approved Dt	Termination Date
Certification No	123456	Previous Certification No	123456	Docket No	TT333333		

**H-9 Exemption**

\*H-9 is exempt if Hydrogen Sulfide Concentration PPM < 100. H2S Concentration for this H-9: 50 PPM.

H-9 is exempt

**Email Notification**

Operator Email \*

Email Sent	Type	Sent Dt	Body
No records found.			

**H2S Coordinator/Field Operations Director Review**

H2S Coordinator Comments (comments are visible to operator if filing is rejected):

[H2S Coordinator Review Complete](#)

[Reject](#)

1899 characters remaining.

[Save](#) [Final Approve](#)

[Next](#) [Save](#)

The image above shows the screen before the Reject button is clicked. All buttons are active.

Page 1: Operator/Facilities | Page 2: Test Data | Page 3: Attachments | Final Submit | **Review**

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### Filing Information

Status	Returned	Filing Operator		Filed By	moorec3	Approved Dt		Termination Date	
Filing No	38	File Dt	06/19/2019	Submitted Dt	06/10/2019				
Certification No	123456	Previous Certification No	123456	Docket No	TT333333				

### H-9 Exemption

\*H-9 is exempt if Hydrogen Sulfide Concentration PPM < 100. H2S Concentration for this H-9: 50 PPM.

H-9 is exempt

### Email Notification

Operator Email \*

Email Sent	Type	Sent Dt	Body
	Reject	06/24/2019	Certificate of Compliance Statewide Rule 36 Review A review has been conducted and completed and has been Returned. Filing ID: 38

### Review History

Reviewer	Type	Approved Dt	Rejected Dt	Comment
moorec3	DISTRICT OFFICE REVIEW		06/24/2019	test reject

### Transaction History for Certification

### H2S Coordinator/Field Operations Director Review

H2S Coordinator Comments (comments are visible to operator if filing is rejected): \*

2000 characters remaining

[Final Approve](#)

The image above shows the screen after the **Reject** button is clicked. The **Email Notification** and **Review History** are now displayed with corresponding information available. Most buttons are grayed and inactive because the reject action has turned them off until the filer resubmits.

### This part is for the filer:

- m. Login to the external filer account. This should be the same filer account that first submitted the H-9 for review that was rejected in the previous steps.

H-9 Certificate of Compliance Statewide Rule 36

H-9 Work in Progress

Showing 1-2 out of 2 H-9's

Certification No	Filing No	Status	Filing Type	Operation Type	District	Operations	Operator Name	Field Name	County	Delete	
	110017	179	Work-In-Progress	Amendment	Gas Field Production	05	Lease		TEAGUE (CV-BOSSIER CON S)	FREESTONE	
	123456	38	Returned	New	Oil Field Production	06	Lease		PHANTOM (WOLFCAMP)	MIDLAND	

Showing 1-2 out of 2 H-9's

H-9 Submitted/Approved

Showing 1-10 out of 60 H-9's

Certification No	Filing No	Status	Filing Type	Operation Type	District	Operations	District Review	Field Ops Review	Operator Name	Field Name	County
	110091	180	Approved	New	Oil Field Production	08	Lease	Approved		PHANTOM (WOLFCAMP)	REEVES
	110086	170	Conditional Approv	New	Combination	01	Lease Unit-6	Approved		EAGLEVILLE (EAGLE FO RD-1)	LA SALLE
	110081	161	Approved	New	Oil Field Production	7C	Lease	Approved		FARMER (SAN ANDRES)	REAGAN
	156	Submitted	New	Combination	08	Lease	Pending	Pending		COWDEN, SOUTH	ECTOR

- n. In the **H-9 Work in Progress** queue on the dashboard, the previously rejected filing will display with the filing number, operation type, district, operations, status (**Returned**), operator name, field name, and county listed to identify the filing.
  - a. To delete the filing, there is a trash can icon to the far right of the screen next to the county column; this provides the filer the opportunity to delete duplicate filings or filings that need to be deleted and resubmitted from scratch.
  - b. To reopen the filing for corrections, click on the **magnifying glass icon**
  - c. With the filing reopened, the entire filing is editable for any corrections to the filing.

- p. **RRC Reasons for Returned Filing** is a new table that appears below the Filing Information section. This contains the reviewer's username, the date of review, and the comment input by the reviewer during the review/rejection action. This information is available for the filer on every page of the resubmitted filing, so the filer can make edits with the reason(s) for rejection on the screen.

**H-9 Certificate of Compliance Statewide Rule 36**

Page 1: Operator/Facilities Page 2: Test Data Page 3: Attachments Final Submit Review

→ Next

**Filing Information**

Status	Returned	Filing Operator	moorec3
Filing No	38	File Dt	06/19/2019
Manual Submitted Dt	06/10/2019	Submitted Dt	06/10/2019
Certification No	123456	Previous Certification No	123456
		Docket No	TT333333

**RRC Reasons for Returned Filing**

Reviewer	Review Dt	Comment
moorec3	2018-06-24 13:45:29.875	test reject

**Operator**

Select address: Select Operator Address

Operator Name \* [Text Box]

Operator Address1 \* [Text Box]

Operator City \* FORT WORTH State \* TX Zip Code \* 76102

Operator Number \* [Text Box]

Operator Address2 [Text Box]

**Operations**

District \* 08 County \* MIDLAND

Select Field: Field Number \* 71052900 Area Name \* PHANTOM (WOLFCAMP)

Operation Type \* Oil Field Production

Select Operations

Lease Name	Lease Number	District	Oil/Gas Code	On Schedule	Lease Operation	Storage Facility Only	Delete
[Text Box]	[Text Box]	08	O	Y	Acid Gas Injection	Yes	[Delete Button]

→ Next Save

The image above shows the filer's view of a filing to be corrected and resubmitted. The highlighted area displays the reviewer's reject comments to be displayed on every tab for the filer's awareness.

- q. Click through the filing and complete the corrections as needed. Resubmit the filing by clicking on the **Final Submit** button.
- Upon clicking on the Final Submit button, the filer's actions buttons will lock and grey-out, the Filing Information Status will update to Submitted, the Submitted Dt will update to the date of the resubmit, and the File Date will remain the date that the filing was initially created.
  - Click into the filer's dashboard to see that the filing has moved from the H-9 Work in Progress queue to the **H-9 Submitted/Approved** queue.
  - The filing is now available for another review by the reviewer.

**This part is for the reviewer:**

- Login to the internal reviewer account. You will now verify the changes made by the filer during your second review of the same filing.
- In the dashboard's **H-9 Submitted/Approved queue** at the bottom half of the dashboard, look for the filing that was resubmitted. You may find it specifically by searching for Filing No, Operation Type, District, Operations, Status (**Submitted**), Operator Name, Field Name, or County.



- a. The resubmitted filing will always be in a **submitted** status. If it is not in a submitted status at this point, then the filer did not resubmit the filing.
  - b. Searching by Filing No is the quickest and most accurate way to find the filing in the H-9 Submitted/Approved queue.
- t. Click into the magnifying glass at the left-side of the filing to reopen the H-9 for review.
- u. Verify that the required corrections were made to the filing by the filer.
- v. Proceed through the filing's tabs all the way to the **Review** tab.
- w. Upon making the decision to approve the filing, choose one of the methods of approval that is appropriate for this H-9 and approve the filing with the necessary steps in your previous task list:
  - a. **New filing for new certification number without a termination**
  - b. **New filing resulting in a termination of previous certification number**
  - c. **Amended filing *with* a previous certification number listed in the filing information**
  - d. **Amended filing *without* a previous certification number listed in the filing information**
- x. Once the filing is approved, the filing status will be set to *Approved* and the information will be stored as a record with the Certification Number finalized.

## Familiarization with the Query

Click into the **Query H-9** section from the **Menu** on the left side of the page.

- Click on the **Search** button to return all results of the filings.
- Use the sort and filter actions to manipulate the search results. These action items are at the top of the search results table with the column names (left to right): *Certification No*, *Certification Status*, *Filing No*, *Status*, *Filing Type*, *Operation Type*, *Operations*, *Submitted Dt*, *Approved Dt*, *District*, *Operator Nm*, *Operator No*, *Field Name*, *County*.
  - o Use the arrows to sort/toggle the results alphanumerically.
  - o Use the blank spaces to input specific data to use as a filter.
  - o Use the grey scroll bar at the bottom of the table to shift the view of the returned results left-right.
  - o Use the number and arrow buttons next to “**Showing 1-X out of X H-9’s**” to display additional results (if available) or to change the number of returned results on a single page view.
- Click the **Reset** button to clear the search results.
- Use the search fields in the top half of the page to create your own custom queries to specify desired search results. The search fields are (left to right, top to bottom): *Filing No*, *Certification No*, *Status*, *Operator Name*, *Operator Number*, *County*, *Lease Name*, *Lease Number*, *District*, *Drilling Permit No*, *Submitted Date From*, *Submitted Date To*, *Approved Date From*, *Approved Date To*.
  - o Click the **Search** button to run the query.
- Click on the magnifying glass at the far-left side of the returned results to view the filing’s data.
- Click on the PDF icon to view a generated PDF of the filing.

H-9 Certificate of Compliance Statewide Rule 36

Filing No	<input type="text"/>	Certification No	<input type="text"/>	Status	<input type="text" value="Select Status"/>
Operator Name	<input type="text"/>	Operator Number	<input type="text"/>	County	<input type="text" value="Select County"/>
Lease Name	<input type="text"/>	Lease Number	<input type="text"/>	District	<input type="text" value="Select District"/>
Drilling Permit No	<input type="text"/>			Operation Type	<input type="text" value="Select Operation Type"/>
Submitted Date From	<input type="text"/>	Submitted Date To	<input type="text"/>		
Approved Date From	<input type="text"/>	Approved Date To	<input type="text"/>		

Showing 1-10 out of 136 H-9's

	Certification No	Certification Status	Filing No	Status	Filing Type	Operation Type	Operations
	110091	Active	180	Approved	New	Oil Field Production	Lease:
	110090	Terminated	178	Archived	New	Combination	Lease:  Pipeline:
	110087	Terminated	177	Archived	Amendment	Combination	Lease:  Plant:
	110088	Terminated	176	Archived	Amendment	Combination	Lease:  Pipeline:
	110089	Terminated	175	Archived	Amendment	Combination	Lease:  Pipeline:  Plant:
	110089	Terminated	172	Archived	New	Combination	Lease:  Pipeline:  Plant:
	110088	Terminated	174	Archived	New	Combination	Lease:  Pipeline:
	110087	Terminated	173	Archived	New	Combination	Lease:  Pipeline:
	110086	Active	170	Conditional Approved	New	Combination	Lease:  Sweetening Unit:
	110085	Terminated	169	Archived	Amendment	Combination	Lease:  Pipeline:  Plant: 000600

Showing 1-10 out of 136 H-9's